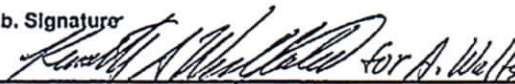
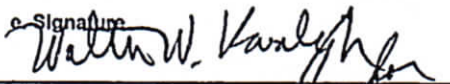
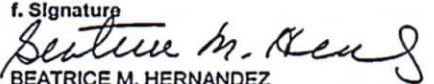


<b>United States Environmental Protection Agency</b> <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Chicago, Illinois		<b>2. POSITION NUMBER</b> n-303-09-0ECA	
<b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify This Position					
	<b>b. Title</b>	<b>c. Service</b>	<b>Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
Official Allocation	ADMINISTRATIVE PROGRAM ASSISTANT	GS	303	09	001
<b>4. SUPERVISOR'S RECOMMENDATION</b>					
<b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>			<b>6. NAME OF EMPLOYEE</b> TYWANNA GREENE		
<b>7. ORGANIZATION (give complete organizational breakdown)</b>					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			o.		
b. OFFICE OF ENFORCEMENT AND COMPLIANCE ASSURANCE			f.		
c.			g.		
d.			h. EPAYS Organization Code 90515101		
<b>8. SUPERVISORY/MANAGERIAL DESIGNATION</b> <p>[S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others; and which constitute a major duty occupying at least 25% of their time. Such supervisory managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.</p> <p>— [A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.</p> <p>— [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.</p> <p>— [B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.</p> <p>x [N] None of the above applies. This is a non-supervisory/non-managerial position.</p>					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
<b>a. Typed Name and Title of Immediate Supervisor</b> ALAN WATTS, ACTING OECA DIRECTOR			<b>d. TYPED NAME AND TITLE OF SECOND LEVEL SUPERVISOR</b> BHARAT MATHUR, DEPUTY REGIONAL ADMINISTRATOR		
<b>b. Signature</b> 		<b>c. Date</b> 3/31/08		<b>e. Signature</b> 	
				<b>f. Date</b> 3/31/08	
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION</b>					
<b>a. X</b> This position has no promotion potential.		If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		<b>b. Fair Labor Standards Act</b> nonexempt X Exempt	
				<b>c. Functional Code</b>	
<b>d. Bargaining Unit Code</b> 0011		<b>e. Check, if applicable:</b> <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (% of time)		<b>f. Signature</b>  BEATRICE M. HERNANDEZ	
				<b>Date</b> 3/31/08	
<b>11. REMARKS</b> ACCRETION OF DUTY PROMOTION BASED ON POSITION MANAGEMENT REVIEW. POSITION CLASSIFIED AT THE GS-09 LEVEL IN SUPPORT OF THE OECA DIRECTOR. THIS IS IN KEEPING WITH THE POSITION MANAGEMENT/ CLASSIFICATION DECISION FOR POSITIONS ESTABLISHED IN DIRECT SUPPORT OF DIVISION/OFFICE DIRECTORS.					

**ADMINISTRATIVE PROGRAM ASSISTANT**  
**Office of Enforcement and Compliance Assurance (OECA)**  
**GS-303-09**

**INTRODUCTION**

This position is located in the Office of Enforcement and Compliance Assurance, Immediate Office. The incumbent of this position serves as the administrative and personal assistant to the Director/Associate for OECA. The incumbent provides executive assistance to the Director, Associate and other professional, supervisory and administrative staff located in the OECA Office. On own initiative and discretion, establishes priorities, by setting up, and rescheduling or refusing appointments, also by accepting or declining invitations to meetings and arranging for referral services. Directs visitors and refers callers to appropriate OECA staff member based on a need-specific request or by ascertaining the nature of the call. Incumbent acts as liaison to EPA managers and staff within the Agency and provides accurate advice on procedures, reports, policies, instructions, or directives. Serves as the administrative point of contact in the OECA Office and oversees implementation of procedures assuring conformance with Regional and Agency policy.

Composes general information correspondence with replies that are clear statements of fact obtained from staff or uses established boilerplate letters, paragraphs, forms certificates, or similar materials in which factual information is provided. Utilizes advanced software functions such as automatic generation of tables, importation of graphics, column alignment, automatic page numbering, variable line spacing, sorting, scanning, global search, merging, and other functions. The Office consists of 20+ employees.

**MAJOR DUTIES AND RESPONSIBILITIES**

Ensures that the administrative practices and procedures used throughout OECA are consistent with those of the Region and Agency. On own initiative, recommends changes in administrative policies and develops and implements new procedures for use throughout the OECA. Creates agendas for and conducts training sessions on administrative issues and requirements for support staff as needed.

Exercises exclusive control over the Office Director's appointments with complete authority for increments of time and arranges for representation at meetings by the Associate/Section Chief, or subordinate staff when necessary. Screens all calls and visitors, answering most questions and completing most business involving establishing policy or routine matters without involving the Office Director.

Develops and maintains automated systems to track the progress of special assignments made to Section supervisor, staff, associate by the Office Director. Based on a general knowledge of assigned projects and on-going communications with OECA management and professional staff, the incumbent maintains and tracks the progress through the support databases.

Demonstrates leadership in the development and implementation of assigned administrative procedures (e.g., correspondence guidelines, tracking assignments, recordkeeping, etc.), represents management during the implementation of these procedures; works with OECA management and staff in finding solutions to outstanding administrative issues. Acts as liaison between the Office Director and staff by providing advice on administrative procedures and requirements, reporting requirements and other matters necessary to implement the Office Director's policies, directives and instructions. On own initiative, recommends changes in administrative policies. Conducts periodic meetings/briefings with other support staff to discuss current and or changing policies and procedures. Acts as a coach to new clerical employees hired or transferred into the OECA.

Performs special projects as assigned by the Associate/Office Director. Assignments may involve coordination of administrative requirements generated by special events sponsored by OECA (e.g., annual conferences/meetings). Assist with arranging conferences and meetings for the OECA Office Director or staff members. This may include: preparation of the agenda, for the upcoming conference/meeting, preparing the necessary paperwork, and performing similar tasks assisting in the development of briefing materials.

Composes correspondence on own initiative, based on knowledge of the OECA program activities, OECA Director's views and preferences. Typical subjects include administrative matters, letters of acknowledgment, acceptance of invitations and cancellation/rescheduling of meetings. Transmitting letters and memos with Office Directors approval to HQ, Regional and State counterparts.

In the absence of the Office Director, assumes responsibility for ensuring that requests for action or information, which would normally receive the Office Director's attention, are made known to the Associate Director, Section Chiefs, acting supervisor, or responsible OPAWPTD staff member who can satisfy the request. Incumbent tracks activities and the status of activities for the purpose of briefing the OECA Director. Decides whether important or emergency matters should be brought to the supervisor's attention when the supervisor is away from the office but accessible by other electronic means, such as telephone or E-mail.

Incumbent acts on behalf of Office Director on assigned administrative matters with full consultation. Provides guidance regarding the implementation of OECA and Agency policies to OECA staff relative to grammatical issues. Provides direction and leadership

The incumbent serves as office supply/small purchase coordinator for OECA. The incumbent works independently to order and obtain supplies and provides assistance to the dispatchers in regard to ordering supplies, credit card issues. The incumbent supplies receipts and documentation verifying purchases and tracks expenditures.

The incumbent monitors Office Director's travel and determines which meetings and conferences involving travel can be accomplished. On own initiative, arranges schedule of visits, and ensures transportation and hotel reservations are made. Notifies organizations and officials to be visited, keeps in touch with the Associate/Office Director while in route. Prepares and submits travel

authorizations and vouchers for Associate/Office Director and immediate office staff as requested. Assumes independent responsibility for travel manager. Provides advice and assistance on preparation of travel authorizations (TA), vouchers, travel orders and other related travel. Provides assistance on invitational travel for those outside of OECA. Uses Travel Manager Plus software to prepare travel documents. Performs first review of TA's prior to Director and immediate office staff official review in Travel Manager Plus. Inputs travel into travel tracking system. Generates monthly reports to keep management abreast of expenditures. Incumbent also uses Regional contacts and the Financial Management System to track various TA's, vouchers, training, grants and procurement forms when necessary.

Acts as the point of contact for administrative matters in the Office, including preparing and tracking personnel packages, travel, procurement, space, facilities, and other administrative management matters. Represents OECA at administrative meetings when assigned/ necessary.

Performs other duties as assigned.

#### **FACTOR 1**

#### **KNOWLEDGE REQUIRED BY THE POSITION**

(Level 1-6 950 points)

A foundation of administrative concepts and practices sufficient to enable the incumbent to recommend changes in administrative policies, devise and install procedures and office practices affecting subordinate organizations, and foresee administrative problems and requirements.

A comprehensive knowledge and understanding of the duties, priorities, commitments, procedures and goals of the office sufficient to perform such tasks as handling and directing highly sensitive and confidential matters, inquiries, calls and visitors, resolving administrative and procedural crises, composing complex correspondence, prioritizing the calendar for appointments, meetings, commitments, etc., and obtaining, analyzing and summarizing various informational material.

Knowledge of the programs in the Agency and in Region V EPA in order to direct and respond to inquiries between organizations and other federal, state and local agencies, public organizations, news media and the general public.

Ability to work independently and efficiently, and to evaluate situations and make sound judgments in a highly political and demanding environment with frequently changing priorities and deadlines.

Knowledge and understanding of a wide range of management principles, practices, methods and techniques in order to integrate management services with the general operational activities of the division to recognize and resolve problems.

Skill in communication, both written and oral, to establish effective relationships both within and outside the Division to resolve problems and to represent findings and recommendations.



Knowledge of basic personnel management functions, e.g. classification, merit promotion policies, employee appraisal systems, government regulations concerning travel, time and leave, training, Equal Employment Opportunity (EEO), organizational structure; qualification standards and methods of acquiring services necessary to support operations so that advice and recommendations can be given to managers and employees.

Knowledge of and skill in applying the principles, practices and methods of budget execution to determine whether obligations, expenditures, and requested allotments are within funding limitations in the approved budgets. Knowledge of the Agency/Region's accounting structure and codes.

Skill in advising and instructing support staff in subordinate organizations concerning such matters as directives, reports, correspondence, and telephone procedures.

Knowledge of office automation systems such as word processing, electronic mail, database management, automated mailing label systems, graphic and spreadsheet software to prepare correspondence and various documents.

Knowledge of grammar, spelling, punctuation and required formats.

Skill in facilitation and team management in order to lead teams and present training.

## **WORK SITUATION**

The Office Director reports directly to the Regional Administrator. The Director manages the office with independence and full responsibility for decisions which affect the overall management of programs under their control. The Director is involved in long range planning, commitment of resources, program evaluation, decisions which impact relationships with other groups. There is a complex system of internal procedures and many extensive reporting systems. The general public, members of Congress, state and local government officials, all from time-to-time, show considerable interest in the Office programs and activities. Because of the nature of the cross-media programs operated by EPA, decisions made by OECA may have substantial impact on other programs in the Region, with other Regions, nationally or internationally.

## **FACTOR 2**

### **SUPERVISORY CONTROLS**

(Level 2-4 450 points)

The incumbent performs on-going responsibilities under the general supervision of the OECA Director. The incumbent personally sets deadlines for most of the work to be done and performs assignments in accordance with accepted office policies, precedents and accepted management practices.

The Office Director establishes the overall objectives of the work based on the priorities and needs of the division. The employee is frequently required to handle office emergencies and to resolve situations requiring initiative in determining methods to use

and approach to be taken based on established objectives. The Director reviews the work only for its general effectiveness.

**FACTOR 3  
GUIDELINES**

(Level 3-3 275 points)

Guidelines include a large body of unwritten policies, precedents, and practices which are not completely applicable to the work or are not specific and which deal with matters relating to judgment, efficiency, and relative priorities rather than with procedural concerns. The employee applies and adapts guidelines to specific problems for which guidelines are not clearly applicable.

**FACTOR 4  
COMPLEXITY**

(Level 4-3 150 points)

The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. Decisions are based on a knowledge of procedural requirements of the work coupled with an awareness of the specific functions and assignments within the OECA.

The work includes various duties involving different and unrelated processes and methods. The incumbent is responsible for ensuring that the procedures and administrative controls of the Director's office work smoothly and that administrative details are not overlooked.

Decisions regarding what needs to be done and how the work should be done are based on the secretary's knowledge of goals, policies, priorities, and commitments of the staff and involve analysis of the subject, phase or issues involved in individual assignments.

**FACTOR 5  
SCOPE AND EFFECT**

(Level 5-2 75 points)

The incumbent ensures that the clerical and administrative portions of the Director's work are accomplished effectively, allowing the Director to concentrate on professional and managerial duties. The effectiveness of the office is affected by the degree to which the Director's office runs smoothly.

**FACTOR 6  
PERSONAL CONTACTS**

(Level 6-3 60 points)

The contacts are with individuals or groups from outside of the employing agency in a moderately unstructured setting where the contacts are not established on a routine basis and require the secretary to apply significant skill and knowledge in locating the correct person to whom the caller or visitor should be directed, identifying and locating

the correct person to contact, and discerning the role and authority of the party. Each contact is different with respect to the purpose and extent of the contact and typically might include attorneys, contractors, representatives of professional organizations, HQs and Agency OECA offices. The office deals with such contacts on a variety of issues.

**FACTOR 7**

**PURPOSE OF CONTACTS**

(Level 7-2 50 points)

The purpose is to influence and motivate persons or groups. Therefore, the employee must be skillful in approaching the individual or group in order to obtain the desired effect with established policies and regulations or gaining information.

**FACTOR 8**

**PHYSICAL DEMANDS**

(Level 8-15 points).

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, and carrying of light items like papers or books. No special physical demands are required to perform the work.

**FACTOR 9**

**WORK ENVIRONMENT**

(Level 9-1 5 points)

The work environment involves everyday risks or discomforts and requires normal safety precautions typical of such places as meeting and training rooms, libraries, or commercial vehicles. The work area is adequately lighted, heated, and ventilated.

**TOTAL POINTS: 2020**

**(POINT RANGE: 1855 - 2100)**